



## **“TEN TIPS” TO PROTECT YOURSELF IF YOU ARE INJURED AT WORK**

If you ever suffer an on-the-job injury, please pay close attention to the following information.

1. Report your work-related accident, injury or condition to your supervisor **immediately**.
2. Complete an Employee’s Accident Report. Be sure to list all parts of your body that were affected or hurt.
3. Ask for and keep a copy of your report.
4. If you need immediate medical care, advise your supervisor before you leave work. You have the right to seek immediate emergency treatment. While the Company may require your first scheduled appointment be within the preferred provider network, all other scheduled appointments may be with a medical provider of your choice.
5. Be sure to accurately describe for every physician or medical provider you see your problem and its relationship to your work.
6. You must attend all scheduled appointments with health care providers. Failure to do so could jeopardize your benefits.
7. Keep copies of all medical slips and notes, such as notes excusing you from work, before you turn them in, and keep a list of all health care providers you see.
8. Keep copies of all correspondence from your Employer or the insurance company, including the envelopes they came in. Note on each document the date when you received it.

9. Keep accurate records of days you are out of work, days you return to work, dates you receive medical treatment, mileage to and from medical treatment, receipts for parking and out of pocket medical costs.
10. Keep copies of your workers' compensation checks and if you return to work, all your paychecks.

If you have any questions or concerns about your work related injury or Workers' Compensation please see your Union Steward, Union Representative, or contact the Local 791 Union office at **1-800-535-2752.**